



ARIZONA DEPARTMENT OF EDUCATION

Memorandum

To: Public Education Agency Administrators
From: Exceptional Student Services
cc: County School Superintendent Administrators
Date: April 28, 2025
Re: Clarification on Certificates of Educational Convenience – A and Unorganized Territories

Arizona school districts (districts) are boundaries of land recognized by the United States Census Bureau where respective districts are responsible for enrolling potential students within the district's boundaries. Any geographic areas not identified within a district's boundaries are considered unorganized territories.

Families residing in unorganized territories may enroll in districts through a certificate of educational convenience (CEC). A pupil's parents shall enroll the pupil in a school and apply to the district that operates that school for a CEC.¹ Families must provide enrollment information for a school district to complete a CEC. Once the parent initiates enrollment, if a parent requests a special education evaluation, districts are required to initiate the evaluation process similarly to all other children enrolled in the districts. The school district must submit the completed CEC application to the county school superintendent's office. Eligible students include preschool children with disabilities or preschool children potentially at risk of having a disability. If it is determined from the evaluation that the preschool child is not eligible for special education, there is no further obligation for the district to implement services to provide a free appropriate public education under the IDEA.

¹ A.R.S. § 15-825(A)